

POSITION QUALIFICATIONS

Security Requirements:

All personnel are required to possess an active Department of Energy (DOE) “Q” access authorization in order to perform under this contract. A Department of Defense (DOD) Top Secret or other clearance based upon a single scope background investigation is typically acceptable for clearance reciprocity if the background investigation is less than five (5) years old.

Educational Requirements:

All position descriptions have specific educational requirements. However, two (2) years of experience relevant to each labor category may be substituted for one (1) year of education (i.e., Bachelor’s Degree is equivalent to eight (8) years of relevant experience). The substitution of experience for education is in addition to the years of experience required for each labor category.

Training Requirements:

DOE specialized training is required for certification of authorities in the following labor categories: Senior Technical Analyst, Senior Trainer, Trainer, Technical Analyst Reviewer, and Entry-Level Document Reviewer. This training is given on site and consists of the following courses:

Derivative Classifier (DC):

- Sixteen (16)-week course (may be waived or completed as a self-paced program contingent upon classification duties and experience);
- If the sixteen (16)-week course is waived, the individual must:
 - Successfully complete a one (1)-day policy course; and,
 - Demonstrate competency in applicable subject areas through completion of appropriate performance-based tests (PBTs) within thirty (30) days of issue.

Unclassified Controlled Nuclear Information (UNCI) Reviewing Official:

- Two (2)-hour Briefing (included in the DC Course).

Derivative Declassifier (DD):

- Pre-requisite: DC certification;
- Two (2)-day policy course with Final Exam/Certification Test; and,
- Six (6) to eight (8)-month self-paced training and evaluation, which includes up to thirty (30) additional PBTs in appropriate subject areas (can be waived based on the individual’s anticipated classification duties and past experiences).

DC and DD Recertification every three (3) years

The reviewer shall complete performance-based tests covering guides in which the reviewer has authority within thirty (30) days of expiration of his/her authority.

1. Program Manager – Key (1 FTE):

Education: Position requires individual to have earned a Bachelor's Degree from an accredited university or college in such fields as one of the engineering disciplines or in public or business administration. A Master's of Business Administration Degree is highly desirable.

Experience: Individual must have a minimum of ten (10) years experience in project management (projects of comparable size and complexity). This experience may be a combination of private sector, civil service, or military experience. Individual must have demonstrated evidence of excellent oral and written communication skills, conflict resolution techniques, and proven ability to perform under pressure to meet tight deadlines. It is highly desirable for the individual to have direct and current experience in nuclear policy analysis, the nuclear weapon program at DOE and/or DOD, and classification and sensitive information related activities.

Duties: Individual manages overall contractual effort to ensure responsiveness to the Office of Classification (OC) requirements as outlined in the Performance Work Statement (PWS). Individual interfaces between OC management and corporate staff. Individual directs contractor workflow in all task areas through the Task Area Managers (TAMs). Individual ensures overall responsiveness of contractor staff to all OC requirements, job requests, and guidance provided by the TAMs and the Contracting Officer's Representative (COR) and/or designated representative.

2. Task Area Manager – Key (3 FTEs):

Education: Individual must have earned a Bachelor's Degree from an accredited university or college. An advanced degree in a business discipline is highly desirable.

Experience: Individual must have a minimum of seven (7) years experience in project management. This may be a combination of private sector, civil service, or military experience. Experience in quality assurance, development and implementation of progress measurement tools, and a detailed knowledge of the Atomic Energy Act of 1954, as amended, Executive Order 12958, and DOE classification regulations and policies are required for this position.

Duties: Individual manages contractual effort in a defined program/task area to ensure responsiveness to job requests as outlined in the PWS. Individual is the point of contact between the COR and OC management on administrative aspects of all work related issues within the specified program.

3. Policy Analyst (4 FTEs):

Education: Individual must have earned a Bachelor's Degree from an accredited university or college in political science, international affairs, public policy, engineering, physical science, or nuclear science. A Master's Degree is desirable.

Experience: Individual must have a minimum of five (5) years of classification policy experience with a high level of expertise relative to classification and sensitive information policy including a detailed knowledge of the Atomic Energy Act of 1954, as amended. Individual must have a demonstrated record of writing concisely and clearly to an intended audience of both technical and non-technical readers. Ability to use advanced software applications (e.g. word processing, work flow, database or content management systems) as part of work effort is required. Experience in, or having working knowledge of, any of the following areas is highly desirable:

- a. Nuclear weapons design, development, testing, production, and deployment to include, but not limited to, arms control and nonproliferation, improvised nuclear devices, radiological emergency response, and proliferant nation nuclear activities.
- b. Special nuclear material (SNM) production technologies to include, but not limited to, nuclear material accountability and inventories, isotope separation technology/atomic vapor laser isotope separation technology, gaseous diffusion technology, gas centrifuge technology, proliferant enrichment technology, fissile material fuel processing, and international programs such as the URENCO centrifuge and United Kingdom material transfers.
- c. Nuclear weapons safeguards and security, and transportation.
- d. Intelligence/counterintelligence.
- e. Chemical and biological defense activities.
- f. Radiological weapons.
- g. Space nuclear reactors and naval nuclear propulsion.

Duties: Individual conducts independent studies and performs analyses of classification and sensitive information activities as they affect classification policy, classification support, and nuclear nonproliferation policy. Individual assists in the conduct of classification program appraisals as required. Analyses may include a broad array of Federal Government regulations

and statutes, specifically the Atomic Energy Act of 1954, as amended, and Executive Order

12958 (its predecessors and successors).

4. Senior Technical Analyst – Key (10 FTEs):

Education: Individual must have earned a Master’s Degree in engineering, a physical science, or a nuclear science from an accredited university or college.

Individual must be able to read and understand written English at or above academic grade 15. The Nelson Denny reading assessment (<http://riverpub.com/products/ndrt/index.html>) or equivalent would be accepted by the Government. The contractor must provide the written test score from the completed reading comprehension test to certify that the individual has met this requirement before being hired/accepted on the contract.

Individual must meet DOE requirements to qualify as a DC and UCNI Reviewing Official within one hundred twenty (120) days of first day on the contract; and meet DOE requirements to qualify as a DD within eight (8) months of hire. (See Training Requirements, page 1 of this Attachment B.)

It is highly desirable for the individual to meet the DOE requirements as a DC, UCNI Reviewing Official, and DD at time of hire. For promotion to this position, an individual on the contract must be DOE certified as a current DC, UCNI Reviewing Official, and DD.

Experience: Individual must have a minimum of five (5) years experience in one or more of the following areas:

- a. Nuclear weapons design, development, testing, production, and deployment to include, but not limited to, arms control and nonproliferation, improvised nuclear devices, radiological emergency response, and proliferant nation nuclear activities.
- b. Special nuclear material (SNM) production technologies to include, but not limited to, nuclear material accountability and inventories, isotope separation technology/atomic vapor laser isotope separation technology, gaseous diffusion technology, gas centrifuge technology, proliferant enrichment technology, fissile material fuel processing, and international programs such as the URENCO centrifuge and United Kingdom material transfers.
- c. Nuclear weapons safeguards and security, and transportation.
- d. Intelligence/counterintelligence.
- e. Chemical and biological defense activities.

- f. Radiological weapons.
- g. Space nuclear reactors and naval nuclear propulsion.

It is highly desirable for the individual to have additional current experience identifying classified information in Government records or in developing classification guidance. Experience as a Derivative Classifier and/or Derivative Declassifier is highly desirable.

It is highly desirable for the individual to have additional current experience in classification and sensitive information activities beyond the minimum five (5) years.

Duties: Individual provides authoritative advice on technical issues related to the classification of nuclear weapons technology. Individual resolves technical issues where differences in classification determinations occur between reviewer staff. Individual conducts classification reviews in accordance with applicable laws, regulations, and DOE orders for Restricted Data (RD), Formerly Restricted Data (FRD), and National Security Information (NSI). Individual must possess authority to both classify and declassify. Individual conducts quality assurance reviews as required. Individual assists in the development and review of classification and control guidance. Individual determines whether information is classified or unclassified but sensitive. Individual assists in the conduct of classification program appraisals. Individual conducts technical studies and analyses on degree of sensitivity/classification of specific information. In addition, the individual in this position may be required to perform the duties of the Technical Analyst Reviewer.

5. Technical Analyst Reviewer: (29 FTEs)

Education: Individual must have earned a Bachelor's Degree from an accredited college or university in a scientific discipline; e.g., physical sciences, engineering, or mathematics. A Master's Degree is desirable.

Individual must be able to read and understand written English at or above academic grade 15. The Nelson Denny reading assessment (<http://riverpub.com/products/ndrt/index.html>) or equivalent would be accepted by the Government. The contractor must provide the written test score from the completed reading comprehension test to certify that the individual has met this requirement before being hired/accepted on the contract.

Individual must meet DOE requirements to qualify as a DC and UCNI Reviewing Official within one hundred twenty (120) days of first day on the contract; and meet DOE requirements to qualify as a DD within eight (8) months of hire. (See Training Requirements, page 1 of this Attachment B.)

It is highly desirable for the individual to meet the DOE requirements to qualify as a DC, UCNI Reviewing Official, and DD at time of hire. For promotion to this position, an individual on the contract must be DOE certified as a current DC, UCNI Reviewing Official, and DD.

Experience: Three (3) years experience in one or more of the following areas:

- a. Nuclear weapons design, development, testing, production, and deployment to include, but not limited to, arms control and nonproliferation, improvised nuclear devices, radiological emergency response, and proliferant nation nuclear activities.
- b. Special nuclear material (SNM) production technologies to include, but not limited to, nuclear material accountability and inventories, isotope separation technology/atomic vapor laser isotope separation technology, gaseous diffusion technology, gas centrifuge technology, proliferant enrichment technology, fissile material fuel processing, and international programs such as the URENCO centrifuge and United Kingdom material transfers.
- c. Nuclear weapons safeguards and security, and transportation.
- d. Intelligence/counterintelligence.
- e. Chemical and biological defense activities.
- f. Radiological weapons.
- g. Space nuclear reactors and naval nuclear propulsion.

It is desirable that all individuals have current experience in classification and sensitive information activities. Experience as a Derivative Classifier and/or Derivative Declassifier is highly desirable.

Duties: Individual conducts classification reviews in accordance with applicable laws, regulations, and DOE orders for RD, FRD, and NSI. Determines whether information is classified or unclassified but sensitive. Assists in the conduct of classification program appraisals, as required. Provides expert advice, conducts studies and analyses, and provides technical assistance in the development of classification guidance in one or more of the following areas:

- a. Nuclear weapons design, development, testing, production, and deployment to include, but not limited to, arms control and nonproliferation, improvised nuclear

devices, radiological emergency response, and proliferant nation nuclear activities.

- b. Special nuclear material (SNM) production technologies to include, but not limited to, nuclear material accountability and inventories, isotope separation technology/atomic vapor laser isotope separation technology, gaseous diffusion technology, gas centrifuge technology, proliferant enrichment technology, fissile material fuel processing, and international programs such as the URENCO centrifuge and United Kingdom material transfers.
- c. Nuclear weapons safeguards and security, and transportation.
- d. Intelligence/counterintelligence.
- e. Chemical and biological defense activities.
- f. Radiological weapons.
- g. Space nuclear reactors and naval nuclear propulsion.

6. Entry Level Document Reviewer (10 FTEs):

Education: Individual must have earned a Bachelor's Degree from an accredited college or university in a scientific discipline; e.g., physical sciences, engineering, or mathematics.

Individual must be able to read and understand written English at or above academic grade 15 before being hired. The Nelson Denny reading assessment (<http://riverpub.com/products/ndrt/index.html>) or equivalent would be accepted by the Government. The contractor must provide the written test score from the completed Reading Comprehension Test to certify that the individual has met this requirement.

Individual must meet DOE requirements to qualify as a DC, UCNI Reviewing Official, and a limited DD after completing the applicable DOE sixteen (16)-week training course. (See Training Requirements, page 1 of this Attachment B.)

It is highly desirable for the individual to meet the DOE requirements to qualify as a DC, UCNI Reviewing Official, and DD at time of hire.

Experience: No prior classification experience required.

Duties: Individual conducts classification reviews in accordance with applicable laws, regulations, and DOE orders for RD, FRD, and NSI. Individual determines whether

information is classified or unclassified but sensitive. Individual assists in the conduct of classification program appraisals, as required.

7. Technical Editor (1 FTE):

Education: Individual must have earned a Bachelor's Degree in communications, journalism, or English from an accredited college or university. A Master's Degree is highly desirable.

Experience: Individual must have at least three (3) years' technical editing experience. Technical editing experience in a scientific discipline; e.g., physical sciences, engineering, or mathematics, is highly desirable. Experience in use of eXtensible Markup Language (XML) based publishing systems is required.

Duties: Individual is responsible for the technical editing of classification guide products written by classification program staff. Proofs and edits documents to ensure author changes are made accurately. Improves and verifies quality of classification document products by review of tables, figures, citations, and other components of classification guidance policy documents. Edits for grammar in compliance with Government standards. Uses a variety of advanced word processing/publication software.

8. Senior Trainer – Key (1 FTE):

Education: Individual must have earned a Bachelor's Degree from an accredited college or university in a scientific discipline; e.g., physical sciences, engineering, or mathematics. A Master's Degree is desirable.

Individual must meet DOE requirements to qualify as a DC and UCNI Reviewing Official within 120 days of first day on the contract; and meet DOE requirements to qualify as a DD within 8 months of hire. (See Training Requirements, page 1 of this Attachment B.)

It is highly desirable for the individual to meet the DOE requirements to qualify as a DC, UCNI Reviewing Official, and DD at time of hire. For promotion to this position, an individual on the contract must be DOE certified as a current DC, UCNI Reviewing Official, and DD.

Experience: In addition to the requirements for a Trainer, individual must have minimum of six (6) years experience in the field of classification and five (5) years direct training experience as well as documented management ability. Individual must have knowledge of modern training techniques encompassing the development of course syllabuses, student evaluations, recognition of individual student requirements, and utilization of computer-based training systems.

Duties: Individual oversees and directs the development of DOE-wide classification training materials. Individual oversees, directs, and conducts training on DOE classification and sensitive information policies, guidelines, and certifications at DOE facilities. Individual supervises training staff. In addition, the individual in this position may be required to perform the duties of the Technical Analyst Reviewer.

9a. Trainer - A (3 FTEs):

Education: Individual must have earned a Bachelor's Degree from an accredited college or university in a scientific discipline; e.g., physical sciences, engineering, or mathematics. A Master's Degree is highly desirable.

Individual must meet DOE requirements to qualify as a DC and UCNI Reviewing Official within 120 days of first day on the contract; and meet DOE requirements to qualify as a DD within 8 months of hire. (See Training Requirements, page 1 of this Attachment B.)

It is highly desirable for the individual to meet the DOE requirements to qualify as a DC, UCNI Reviewing Official, and DD at time of hire.

Experience: Individual must have five (5) years' recent classification and five (5) years' direct training experience. Individual must have experience with modern training techniques encompassing the development of course syllabuses, student evaluations, recognition of individual student requirements, and utilization of computer-based training systems.

Duties: Individual develops and prepares DOE training materials in highly technical scientific subject areas. Individual conducts training on classification and sensitive information policies, guidelines, and procedures at DOE facilities. In addition, the individual in this position may be required to perform the duties of the Technical Analyst Reviewer.

9b. Trainer - B (2 FTEs):

Education: Individual must have earned a Bachelor's Degree from an accredited college or university. A Master's Degree is highly desirable.

Individual must meet DOE requirements to qualify as a DC and UCNI Reviewing Official within 120 days of first day on the contract; and meet DOE requirements to qualify as a DD within 8 months of hire. (See Training Requirements, page 1 of this Attachment B.)

It is highly desirable for the individual to meet the DOE requirements to qualify as a DC, UCNI Reviewing Official, and DD at time of hire.

Experience: Individual must have five (5) years' recent classification and five (5) years' direct training experience. Individual must have experience with modern training techniques encompassing the development of course syllabuses, student evaluations, recognition of individual student requirements, and utilization of computer-based training systems.

Duties: Individual develops and prepares DOE training materials in non-scientific subject areas. Individual conducts training on classification and sensitive information policies, guidelines, and procedures at DOE facilities. In addition, the individual in this position may be required to perform the duties of the Technical Analyst Reviewer.

10. Program Specialist (6 FTEs):

Education: Individual must have earned a high school diploma, or equivalent. An Associate Degree is highly desirable.

Experience: A minimum of three (3) years experience with Federal classification programs is required. A detailed knowledge of the DOE classification program including the Atomic Energy Act of 1954 as amended, Executive Order 12958, and DOE security orders is highly desirable. Knowledge of Federal Government office correspondence requirements is required. Individual must possess strong writing and analytical skills and have the capability to work independently.

Duties:

Security Program Specialist (1 FTE) - Provides general administrative support to the Headquarters Security Officer (HSO) and is the Headquarters Security Representative. In the absence of the HSO and Alternate HSO, performs those duties as required. Position requires broad general knowledge of Government security plans and requirements. Individual will assist in the processing of personnel security clearance paperwork and physical security plans. Individual will review and provide comments on Headquarters security directives, and work closely with both physical security personnel and technical personnel to ensure all security requirements are met. Individual attends quarterly HSO meetings with, or in the absence of, the HSO and represents the HSO at these meetings as required.

Document Review Program Specialist (3 FTEs) - Conducts studies and analyses on various classification, workflow, and automation support activities, and assists in the preparation of oral and written reports and presentations concerning the document review effort.

Training Program Specialist (2 FTEs) - Assists in the development of DOE training materials and in the conduct of training. Schedules and tracks course attendees and maintains training and certification database. Generates and distributes classified performance-based tests and tracks student progress until completion. Prepares training and certification-related

correspondence for signature by the Office Director. Individual assists technical personnel in the preparation of training material. Detailed knowledge in marking, transmitting, and protection of information classified under the Atomic Energy Act of 1954, as amended, and Executive Order 12958, "National Security Information," is required.

11. File/Mail Room Manager (1 FTE)

Education: Individual must have earned a high school diploma or equivalent. An Associate Degree or higher is preferred.

Experience: Individual must have three (3) or more years file/mail room/records management experience including, but not limited too: (a) knowledge of and experience with: detailed Government records management requirements and procedures, Records Inventory and Destructive Schedule (RIDS), Government filing systems and mail room systems; and (b) ability to use office correspondence software programs (MS Word, Excel, etc.) and automated office systems including e-mail and Internet. Experience in handling classified documents is desirable.

Duties: Individual manages the file/mail room staff contractual effort to ensure timely, effective, and professional responsiveness to customers. Individual duties also include performing routine functions associated with file/mail rooms. Duties include, but are not limited too: maintaining a central files management system responsive to the OC staff; maintaining all files in accordance with the current RIDS; maintaining accountability of all Classified Removable Electronic Media (CREM); sorting, packaging, and dispatching incoming and/or outgoing mail and internal departmental distribution, both classified and unclassified; interfacing with the DOE Germantown mail room; retrieval (lifting and moving) of file boxes containing documents; receiving and sending classified facsimile documents; creating and maintaining an electronic classified and unclassified reference library of previously generated documents using optical scanners; and operating facilities in accordance with all applicable DOE and U.S. Government directives and policies/procedures.

12. File/Mail Clerk (4 FTEs)

Education: Individual must have high school diploma (or equivalent).

Experience: It is preferred that the individual have one (1) year file/mail room experience. Experience in handling classified documents and familiarity with Government directives and practices/procedures is desirable.

Duties: Individual duties include performing routine functions associated with file/mail rooms to ensure timely, effective, and professional responsiveness to customers. Duties

include, but are not limited too: maintaining a central files management system responsive to the OC staff; maintaining all files in accordance with the current RIDS; maintaining accountability of all CREM; sorting, packaging, and dispatching incoming and/or outgoing mail and internal departmental distribution, both classified and unclassified; interfacing with the DOE Germantown mail room; retrieval (lifting and moving) of file boxes containing documents; receiving and sending classified facsimile documents; creating and maintaining an electronic classified and unclassified reference library of previously generated documents using optical scanners; and operating facilities in accordance with all applicable DOE and U.S. Government directives and policies/procedures.

13. Administrative Assistant (10 FTEs):

Education: Individual must have earned a high school diploma (or equivalent).

Experience: Individual must have three (3) or more years' administrative experience. (College-level education may substitute for professional experience, but this does not diminish the requirement for administrative skills.) Individual must possess the requisite typing/filing/clerical/basic computer graphics skills. Detailed knowledge of the most recent version of office correspondence software programs (MS Word, Excel, PowerPoint, etc.) and the ability to use automated office systems including email and the Internet are required. Knowledge of manual and electronic filing systems is required. Knowledge of XML-based editing or publishing software is desirable. Knowledge of computer graphics software and Federal Government records management requirements and procedures including the RIDS is highly desirable.

Duties: Individual provides secretarial and general administrative support to ensure timely, effective, and professional responsiveness to customers. Duties include, but are not limited to, extensive typing, proof-reading, quality assurance (QA) reviews, correspondence tracking, classified and sensitive document handling, telephone coverage, copying, filing, and possible retrieval (lifting and moving) of file boxes containing documents.